

**TENDER EVALUATION GUIDANCE DOCUMENT
FOR
LANDFILLING AND PROCESSING SERVICES**

**SOUTHERN ZONE
OF THE
GOVERNORATE OF CAIRO, EGYPT**

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Section 1- Tender Offer Evaluation

OVERVIEW

The purpose of this guidance document is to provide the Governorate of Cairo (GOC) with information to assist the Tender Evaluation Committee (TEC) conduct the evaluation of Tender Offers for Landfilling and Processing Services for the Southern Zone.

The Tender Offer evaluation procedures and suggested evaluation criteria in this Guidance Document are specific to the Request for Tenders (RFT) issued by the GOC and titled “Cairo Governorate Request for Tenders: Landfilling and Processing Services for the Southern Zone – April 15, 2003”. It should not be used to evaluate other Tender Offers, or by other governorates, unless it is revised and made applicable to the specific needs and requirements stated in the RFTs.

TENDER EVALUATION CRITERIA - SUBMITTAL REQUIREMENTS

The RFT contains specific instructions to the Bidders. Bidders must perform certain activities and provide specific information and documents.

The Submittal Requirements may be evaluated by asking questions that have either Yes or No answers. If the Bidder met the Requirement, then the answer to the question is “Yes”. When reviewing the Tender Offers, if a Bidder receives a “No” for any Submittal Requirement, the Bidder may be disqualified from further consideration.

Submittal requirements are listed in Section 2 of this report. For each requirement, there is a reference to where the requirement is located in the RFT for the Southern Zone. A form is included in Appendix A where the results of this analysis can be tabulated.

TECHNICAL EVALUATION CRITERIA – TECHNICAL PROPOSAL

the RFT specifies that the technical evaluation must consider four distinct subject areas of the Technical Proposals: the draft work plans, facilities and equipment, key personnel, and overall quality of the Technical Proposal.

Quality of Draft Work Plans

The Southern Zone RFT solicits Tender Offers for the following Services:

- Landfilling
- Processing

The Technical Evaluation Criteria for each Service must be based on the specific requirements set forth for each service in the Request for Tender.

Quality of Facilities and Equipment

The TEC should evaluate the *quality* of the facilities and equipment being offered by the Bidder for each service. Quality means whether the facility construction or equipment is durable, reliable, made of appropriate materials, and thus likely to serve the functions proposed by the Bidder. For example, if facilities or equipment have never before been utilized for solid waste management purposes, the quality and applicability may be judged to be inadequate. This part of the evaluation does not consider the adequacy of the facilities and equipment being offered by the Bidder. Consideration of this issue is incorporated into the evaluation of the Quality of Draft Work Plans.

Quality of Key Personnel

The TEC should evaluate the qualifications of the senior level personnel, i.e., the general manager and the managers proposed to report directly to the general manager. The senior level personnel qualifications should include the following:

- Experience in managing similar solid waste service contracts.
- Experience in similar developing countries.
- Experience in their particular area of responsibility.

General Quality of Technical Proposal

The TEC should evaluate the overall responsiveness and clarity of the Bidders' Technical Proposals and approach to the unique conditions of the Southern Zone. Technical Proposals should present, in a clear and concise manner, detailed information responding to the RFT. Evaluation of the overall quality of the Bidders' Technical Proposals allows the GOC to account for those factors that are not otherwise considered.

NUMERICAL SCORES AND WEIGHTS

The TEC should utilize a uniform numerical scoring and weighting system to compare the content of the Tender Offer with the requirements of the Request for Tender.

Numerical Scores

The technical evaluation criteria are qualitative in nature. They are open-ended questions that may be scored using a numerical rating system. The following rating system is recommended:

- 0 – Unacceptable – The Tender Offer does not meet the minimum requirements stated in the RFT.
- 1 – Acceptable – The Tender Offer clearly exceeds the minimum criteria stated in the RFT.
- 2 – More than acceptable – The Tender Offer clearly exceeds the minimum criteria stated in the Request for Tender.

- N/A – Not applicable – The specific evaluation criteria is not applicable to the Technical Proposal (e.g., if the Bidder does not propose to compost any waste, then composting evaluation criteria would not be applicable).

Criteria Weighting

Some evaluation criteria are more important than others. Therefore, each criterion should be assigned a numerical weight based on its relative importance to other criterion. The recommended weighting system is defined as follows:

- 1 = less important when compared to all other criterion
- 2 = important when compared to all other criterion
- 3 = more important when compared to all other criterion

The criteria weighting should be completed before beginning the numerical scoring of the Tender Offer evaluation criteria. The criteria weighting can be established by each entity (individual or sub-committee) completing the evaluation.

Services Weighting

Not all of the specified services are of equal importance in achieving the overall contract objectives of the GOC. When evaluating the Technical Proposals, it is necessary to give more weight to some aspects of the services than others.

In accordance with the RFT, Section 6.3.1 (Step 2(d)), a total of 50 points are assigned to the evaluation of the draft Work Plan. The 50 points should be allocated among the Services according to their importance as established by the TEC.

Appendix A contains a form titled “Summary of Draft Work Plan Technical Evaluation” which is where the “Service Weighting” considerations for the overall evaluation should be tabulated. The entire membership of the Tender Evaluation Committee should participate in establishing the Service Weighting factors before beginning the overall evaluation.

EVALUATION FORMS

This Appendix to this document contains one set of evaluation forms for each Contractor who has submitted a Tender Offer. Each person or sub-committee (if a sub-committee is formed to evaluate part or all of a Tender Offer) of the Tender Evaluation Committee should complete the column entitled “Enter Numerical Score (1,2, or 3)” and “Enter Criteria Weight (1,2, or 3) for each evaluation form for the assigned evaluation area. Once the evaluation is completed, the information will be entered into the computer “EXCEL” spreadsheet which will make the required calculations to determine whether the Contractor’s Tender Offer meets or exceeds the minimum evaluation criteria.

SECTION 2

STEP 1 – COMPLIANCE WITH SUBMITTAL REQUIREMENTS

“Each Technical Proposal will be examined first to confirm or otherwise determine whether there has been full compliance with the RFT and the Bidder’s pre-qualification submission.”

The purpose of Step 1 is to examine the Technical Proposals and qualify or disqualify Bidders according to the specific Submittal Requirements defined by the GOC.

SPECIFIC SUBMITTAL CRITERIA

The following paragraphs contain specific criteria presented in the form of questions. Each of the following Submittal Requirements is required by the terms of the RFT. Appendix A includes a form (Evaluation Form for Technical Proposal Submittal Requirements) that can be used to tabulate the yes or no answers to the questions contained in the following paragraphs

Tender Offer Submittal Date

1. Did the Bidder submit its Technical and Financial Proposals on or before 12 o’clock noon on the date specified in the RFT?

Packaging and Labeling of Tender Offer (RFT 5.1.1 and 5.2)

1. Did the Bidder submit an original of its Tender Offer in Arabic and clearly indicate which one is the original?
2. Did the Bidder submit an original of their Tender Offer in English and clearly indicate which one is the original?
3. Did the Bidder properly seal the Technical and Financial Proposals in separate envelopes and properly mark the envelopes?

Signing of the Tender Offer (RFT 5.1.2)

1. Did the Bidder, or a duly authorized person(s), sign the original and all copies of the Tender Offer?

Modification of the Tender Offer (RFT 5.5.2)

1. If any modifications were submitted, did the Bidder properly prepare, seal, mark, and deliver such modifications?

Bid Letter of Guarantee (RFT 4.7.1 and 4.7.2)

1. Is the Bid Letter of Guarantee provided by a reputable bank located in Egypt?

2. Did the Bidder provide as part of its Technical Proposal a Bid Letter of Guarantee in the amount of LE 500,000 for each Bidder's Price Form Schedule submitted?
3. Is the Bid Letter of Guarantee in accordance with the content included in Annex B to the RFT?

Joint Ventures (RFT 4.4.1, 4.4.2, 4.4.3, 4.5.2, and 4.7.3)

1. If the Tender Offer is from a Joint Stock Company, does the Tender Offer contain a description of the shareholding and respective responsibilities for each participant making up the Joint Stock Company?
2. Did the Bidder submit a letter signed by a responsible officer for each Joint Stock Company Participant providing a written formal commitment to the Joint Venture, acceptance of the arrangements of the Joint Venture, and willingness to provide a joint and several guarantee?
3. Did the Bidder identify one company that will serve the leading role in the Joint Venture and will have the authority to commit all participants?
4. Is the Bid Letter of Guarantee in the name of all the participants in the Joint Venture?

Bidders Commitment Letter (RFT 4.5)

1. Does the Technical Proposal contain a formal Bidder's Commitment Letter providing the commitments listed in the RFT?
2. Does the Technical Proposal contain a copy of all Addenda issued by the GOC?

SECTION 3

STEP 2 – TECHNICAL PROPOSAL EVALUATION

“The Technical Proposal shall then be examined in detail to determine whether the Bidder has demonstrated sufficient capability to undertake performance of the services and activities. A total of 100 points will be assigned to this category. Bidders must achieve a total of at least 75 points AND the minimum number of points specified for each of the four key areas of technical evaluation listed below. Only those Bidders achieving both the overall score of 75 points and the minimum required for each element will be included in Step 3.”

The purpose of Step 2 is to determine whether or not the Tender Offer - Technical Proposal meets the minimum detailed requirements stated in the Request for Tender. Step 2 is divided into four separate areas of evaluation. Those four areas are:

- Quality of Draft Work Plans
- Quality of Facilities and Equipment
- Quality of Personnel
- Quality of Overall Submittal

Appendix A contains all of the forms necessary to perform a complete analysis of the Technical Proposal for each of the above areas of evaluation.

STEP 2(D) – QUALITY OF DRAFT WORK PLANS

“50 points for the quality of the proposed Draft Work Plan to meeting the requirements of the Scope of Services. The minimum number of points required for this element is 35.”

The evaluation criteria for the Tender Offer for this step for “Solid Waste Management and Cleaning Services” has been subdivided into two service areas as follows:

- Processing and Transfer
- Landfill Services

For each of these service areas, a list of evaluation criteria is included along with a set of evaluation input forms

Evaluation Criteria – Processing and Recycling

1. Description of All Facilities. (2.1) Does the Draft Work Plan contain descriptions of all proposed facilities and operations?
2. Site Plans. (2.1.1) Does the Draft Work Plan contain a separate site plan for each facility that conforms to the requirements?

3. Design and Operations Description. (2.1.2) Does the Draft Work Plan contain a written description of each facility that conforms to the requirements?
4. Facility Adequacy. (2.1.2) Do the facilities proposed by the Bidder appear to be adequate in order to perform the proposed activities?
5. Staffing Plan. (2.1.3) Does the Draft Work Plan contain a description and number of positions for each category of personnel, and does the number of personnel appear to be adequate in order to perform the proposed activities?
6. Commitment to Provide Final Work Plan. (2.1.4) Does the Bidder commit to providing a FWP within the required time frame?
7. Contents of Preparation Work Plan. (2.2.1) Does the Bidder provide a schedule indicating sufficient planning for the Preparation Period activities listed?
8. Source of Waste. (2.3) Does the Bidder commit to only receive and process materials collected in accordance to the requirements of this RFT?
9. Handling of Putrescible Waste. (2.4) Does the Bidder commit to only handle putrescible waste diverted from disposal at Composting Facilities specified in the Draft Work Plan?
10. Waste Disposal. (2.5) Does the Bidder commit to deliver MSW, IW, and residue from processing operations to the Designated Disposal Facility?
11. Location of Waste Processing. (2.9.2) Does the Bidder demonstrate that all materials transfer and processing activities will occur only at facilities described in the Draft Work Plan?
12. Transport of Materials. (2.9.3) Does the Bidder state that all materials and waste transport will comply with applicable requirements.?
13. Weighing and Classification System. (3.1) Do all proposed processing and transfer facilities include a permanent vehicle weighing system that is capable of meeting the requirements?
14. Residence Time – Putrescible Materials. (3.2) Does the Bidder demonstrate that MSW and putrescible materials will be removed from receiving areas by the end of operations each day?
15. Compost Feedstock. (3.3.1) Is the process proposed by the Bidder capable of producing compost feedstock that meets the requirement?
16. Bulking Agents. (3.3.1.2) Does the bulking agent(s) proposed for use by the Bidder meet the requirements?
17. Active Composting - Technology. (3.3.2) Does the Bidder utilize turned windrow composting technology that is compatible with the proposed equipment?
18. Active Composting – Moisture Content. (3.3.2) Is the composting operation(s) proposed by the Bidder able to maintain required moisture content?

19. Active Composting – Residence Time. (3.3.2.1) Does the composting operation(s) proposed by the Bidder keep materials in active composting for the required number of days?
20. Active Composting – Pathogen Reduction. (3.3.2.1) Does the Bidder commit to meeting the time, temperature, and turning requirements for all material removed from active composting?
21. Active Composting – Temperature Monitoring. (5.2.17) Does the Bidder commit to monitoring active composting temperature according to the requirements?
22. Composting Record. (5.2.2) Does the Bidder commit to keeping a record of composting operations the meets the requirements?
23. Compost Curing. (2.10.3) Is the compost curing process compatible with the proposed equipment?
24. Compost Curing – Residence Time. (3.3.3) Does the curing operation(s) proposed by the Bidder keep materials in curing for the required number of days and number of turnings?
25. Compost Curing – Stability. (3.3.3.1) Does the Bidder commit to meeting the stability requirements for all material removed from curing?
26. Compost Curing – Temperature Monitoring. (5.2.18) Does the Bidder commit to monitoring curing pile temperature according to the requirements?
27. Curing Record. (3.5.5) Does the Bidder commit to keeping a record of curing operations that meets the requirements?
28. Windrow and Curing Pile Identification. (3.3.5) Does the Bidder commit to identifying and marking windrows and curing piles in accordance the requirements?
29. Compost Refinement Record. (3.5.6) Does the Bidder commit to keeping a record of compost refinement operations that meets the requirements?
30. Compost Storage and Distribution Record. (3.5.7) Does the Bidder commit to keeping a record of compost storage and refinement that meets the requirements?
31. Compost Quality Analysis. (2.10.7) Does the Bidder commit to operate a compost sampling and analysis program that meets the requirements?
32. Facility Management. (3.6.1) Does the Bidder provide a qualified manager for each Processing and Transfer Facility?
33. Run-off and Leachate Control. (3.7.1) Do the Site Plans for all facilities demonstrate that all contact and non-contact water will be separated and handled according to the requirements?
34. Facility Access Control. (3.7.2) Do the Site Plans for all facilities demonstrate that access to the facility will be controlled according to the requirements?

35. Odor Complaints. (3.5.8) Does the Bidder commit to keeping a record of all odor complaints and responding to them according to the requirements?
36. Litter Control. (3.7.3) Does the Bidder commit to control litter at all facilities according to the requirements?
37. Spill Record. (3.5.9) Does the Bidder commit to keeping a Spill Record in accordance with the requirements?
38. Emergency Event Record. (3.5.10) Does the Bidder commit to keeping an Emergency Event Record in accordance with the requirements?
39. Laboratory Records. (3.5.11) Does the Bidder commit to keeping Laboratory Records in accordance with the requirements?

Evaluation Criteria – Landfill Services

1. Project Schedule. (2.1) Does the Draft Work Plan contain a project schedule that provides the required information? Does the schedule appear to be practical?
2. Permitting. (2.1) Does the Draft Work Plan contain a description of the plans and methods for acquiring all necessary permits?
3. Equipment and Vehicle List. (2.1) Does the Draft Work Plan contain a comprehensive list of equipment to be used by the Bidder and do numbers and types of equipment appear to be sufficient to meet the requirements?
4. EIA Information. (2.1.1) Does the Draft Work Plan contain the design information required to obtain an Environmental Impact Assessment approval from the EEAA?
5. Site Plan. (2.1.1.) Does the Site Plan include a vicinity map and delineate the items required?
6. Daily & Annual Capacity. (2.1.2) Does the description of facility design and operations meet the daily and annual design capacity requirements?
7. Landfill Capacity. (3.4) Does the landfill have capacity to receive 3,000 tons per day of solid waste on a seven day per week basis for a minimum of 10 years?
8. Disposal Density. (2.1.2) Does the description of facility design and operations provide in-place waste density that meets the requirement, and is the proposed method of measurement acceptable?
9. Airspace Breakdown. (2.1.1.2) Does the description of facility design and operations provide a breakdown of airspace as required?
10. Total Airspace and Capacity. (2.1.1.2) Does the description of facility design and operations provide an estimate of total airspace required for 10 years as well as total site capacity?

11. Scale-house Operations. (2.1.2) Does the description of facility design and operations describe the scale-house operations including the required computerized system?
12. Scale-house Layout. (2.1.2 and 3.4.4) Do the Site Plan and Site Layout demonstrate that the Scale House and road system meet the requirements?
13. Narrative Description of Design and Operations. (2.1.2) Does the description of facility design and operations provide a narrative description of design, construction, and phased operations?
14. Site Security Description. (2.1.1.2 & 3.6.2) Does the description of facility design and operations provide a narrative description of site security systems that meets the requirements?
15. Facility & Equipment Maintenance Description. (2.1.2, 3.6.3 and 3.6.9) Does the description of facility design and operations provide a narrative description of facility and equipment maintenance that meets the requirements?
16. Construction Quality Control Plan. (2.1.2 and 3.5.2) Does the description of facility design and operations provide a Construction and Quality Control Plan?
17. Leachate Collection and Treatment Procedures. (2.1.2) Does the description of facility design and operations provide a description of adequate leachate control and treatment procedures?
18. Leachate Treatment and Disposal Method. (3.4.11) Does the Draft Work Plan provide information on the proposed leachate treatment and disposal method and is this method acceptable?
19. Groundwater Management Plan. (2.1.2) Does the description of facility design and operations provide a Groundwater Management Plan that meets the requirements?
20. Gas Management Plan. (2.1.2) Does the description of facility design and operations provide a Gas Management Plan that meets the requirements?
21. Gas Collection System Drawings. (3.14.3) Does the Draft Work Plan provide a drawing of the gas collection system that meets the requirements?
22. Dust Control and Mitigation Plan. (2.1.2 & 3.6.15) Does the description of facility design and operations provide a Dust Control and Mitigation Plan capable of meeting the requirements?
23. Cover Materials Management Plan. (2.1.2) Does the description of facility design and operations provide a Cover Materials Management Plan?
24. Fire Control Plan. (2.1.2 and 3.6.11) Does the description of facility design and operations provide a Fire Control Plan?
25. Contingency Plans. (2.1.2) Does the description of facility design and operations provide Contingency Plans describing actions to be taken in case of environmental contamination or emergency events?

26. Conceptual Drawings. (2.1.2) Does the description of facility design and operations provide the required conceptual drawings?
27. Minimum Groundwater Separation. (3.4.8) Do the conceptual drawings demonstrate that the minimum groundwater separation will be provided?
28. Bottom Liner. (3.4.8) Do the conceptual drawings demonstrate that the bottom liner will meet the requirements?
29. Side Slope Liner. (3.4.9) Do the conceptual drawings demonstrate that the side slope liner will meet the requirements?
30. Final Cover. (3.4.15) Do the conceptual drawings demonstrate that the final cover elevations and contours will meet the requirements?
31. Staffing Plan. (2.1.4) Does the Draft Work Plan provide the required information for each of the required positions, and does the number of personnel appear to be adequate in order to perform the proposed activities?
32. Commitment to Provide Final Work Plan. (2.2) Does the Bidder commit to providing a FWP within the required time frame?
33. Contents of Preparation Work Plan. (1.6) Does the Bidder provide a schedule indicating sufficient planning for the Preparation Period activities listed?
34. Source of Waste. (2.3) Does the Bidder commit to only receive and process materials collected in accordance to the requirements of this RFT?
35. Hours of Operation. (2.4) Does the Bidder commit to operating the facilities in accordance with the requirements?
36. Weighing and Classification System. (2.6.2) Does the Bidder commit to operating a waste classification and vehicle weighing system that conforms to the requirements?
37. Scavenging. (2.7) Does the Bidder commit to forbidding scavenging at the Landfill and limiting on-site recovery to a dedicated area away from the Landfill face?
38. Facility and Equipment Maintenance. (2.8) Does the Bidder demonstrate that facilities and equipment will be maintained in good working order?
39. Customer Service Office. (2.10.1) Does the Bidder commit to operating, equipping, and staffing a Customer Service Office in conformance with the requirements?
40. Daily & Intermediate Cover. (3.6.6) Does the narrative description of operations demonstrate that the Bidder is committed to applying daily cover and maintaining a cover material stockpile in compliance with the requirements?

STEP 2(C) – FACILITIES AND EQUIPMENT

“20 points for the quality of the proposed equipment and facilities. The minimum points required for this element is 15.”

The evaluation criteria for the Tender Offer for this step for “Solid Waste Management and Cleaning Services” has been subdivided into service areas as follows:

- Processing and Transfer
- Landfill Services

For each of these service areas, a list of evaluation criteria is included along with a set of evaluation input forms.

Evaluation Criteria – Processing Facilities and Equipment

1. Equipment Specifications. (2.1) Does the Draft Work Plan include specifications for any newly proposed processing equipment and vehicles?
2. Compost Feedstock – Equipment Quality. (2.1) Is the equipment to be used by the Bidder of a quality and durability appropriate for the intended use and capable of meeting the specifications at the proposed design capacity?
3. Active Composting – Equipment Quality. (2.1) Is the equipment to be used by the Bidder of a quality and durability appropriate for the intended use and proposed design capacity?
4. Curing – Equipment Quality. (2.1) Is the equipment to be used by the Bidder of a quality and durability appropriate for the intended use and proposed design capacity?
5. Compost Refinement – Equipment Quality. (2.1) Is the equipment to be used by the Bidder of a quality and durability appropriate for the intended use and capable of meeting the specification at the proposed design capacity?
6. Fuel Storage and Distribution. (3.8.1) Do fuel storage and distribution facilities and equipment proposed by the Bidder conform to applicable laws and regulations?
7. Compost Facility Laboratory. (3.8.2) Is the facility proposed by the Bidder capable of performing the analyses listed in the requirements?

Criteria – Landfilling Facilities and Equipment

1. Equipment Specifications. (2.1.3) Does the Draft Work Plan contain a list and specifications for all major equipment?
2. Landfill Equipment Quality. (2.1.3) Is the equipment proposed by the Bidder of a quality and durability appropriate for the intended use and capable of meeting the specifications at the proposed design capacity?
3. Scale-house. (3.4.4) Does the scale(s) specified by the Bidder meet the requirements and is it of a quality and durability appropriate for the intended use and capable of meeting the specifications at the proposed usage levels?
4. Office Building. (3.4.5) Does the Office Building designed by the Bidder meet the requirements?

5. Access Roads. (3.4.3, 3.4.6 and 3.5.3) Do the access roads described by the Bidder in the site plan and site layout meet the requirements?
6. Required Equipment and Back-up. (3.5.8) Does the equipment listed by the Bidder meet the requirements and is it of a quality and durability appropriate for the intended use and capable of meeting the specifications at the proposed operating levels?

STEP 2(B) – KEY PERSONNEL

“15 points for the numbers, qualifications, and competence of the key personnel proposed for the assignment distributed as follows:

- 1. Qualifications and experience of the proposed resident general manager (20%)*
- 2. Qualifications and experience of other key personnel for the assignment including experience in the required areas of expertise (40%)*
- 3. Consistency of the staffing plan with the work plan including the type and numbers of personnel compared to the services to be provided (40%)*

The minimum number of points required for this element is 10.”

Criteria – Proposed Resident Manager

1. Job Description. Does the Bidder provide information defining the duties and responsibilities for the Resident Manager?
2. Completeness of CV. Does the CV of the proposed Resident Manager contain sufficient information to evaluate the individual’s experience and qualifications relating to the position?
3. Qualifications of Individual. Is the proposed Resident Manager qualified for the position?
4. Signed Commitment Letter. Is there a signed commitment letter from the proposed Resident Manager to accept the position?

Evaluation Criteria – Other Key Personnel

1. Job Description. Does the Bidder provide information defining the duties and responsibilities for all, and no less than five, of the other key personnel that report directly to the Resident Manager?
2. Completeness of CV. Do the CVs of the other key personnel proposed for specific assignment contain sufficient information to evaluate the individuals experience and qualifications?
3. Qualifications of Individual. Are the proposed other key personnel qualified for their positions?
4. Signed Commitment Letter. Are there signed commitment letters from each of the other key personnel that they will accept their proposed positions?

Evaluation Criteria – Staffing Plan

1. Staffing Plan Quality/Detail. Does the Bidder provide a senior management plan with sufficient quality and level of detail to properly assess the staffing plan?
2. Staffing Level. Does the Bidder's senior management plan provide the staff positions and number of personnel consistent with the proposed Work Plan, the types of services, and scale of the proposed Contract?
3. Appropriate Work Assignments. Do the job descriptions for the other key personnel match the needs of the positions with regard to the scope and scale of the proposed Contract?

STEP 2(A) – OVERALL

“15 points for the quality and level of detail of the Technical Proposal. The minimum points required for this element is ten (10).”

Evaluation Criteria

1. Level of Detail. Is the Bidder's Technical Proposal responsive to the RFT in terms of providing the level of detail required to perform the Technical Evaluation?
2. Comprehension. Does the Bidder's Technical Proposal demonstrate comprehension of the scope and scale of providing the Service(s) in the Southern Zone of Cairo?
3. Clarity. Is the Bidder's Technical Proposal organized in a manner that clearly presents its organization, approach, Key Personnel and Draft Work Plans?
4. Appropriate to Requirements. Are the Draft Work Plans in the Bidder's Technical Proposal appropriate for the requirements of the Service(s)?
5. Overall Quality. Is the overall quality of the Bidder's Technical Proposal acceptable?

SECTION 4

STEP 3 – FINANCIAL PROPOSAL OPENING

The Financial Proposal of each Bidder that has achieved the minimum number of points specified for each of the four key areas of technical evaluation as required in Step 2 above will then be publicly opened in accordance with the time schedules and procedures indicated in this RFT. The Financial Proposals of Bidders that have not achieved the minimum points required in Step 2 will be returned unopened in due course.

PROCEDURES

The opening and tabulation of the Financial Proposals must be completed by a Financial Committee that is separate from the Technical Committee only upon completion of the evaluation of the Technical Proposals.

The Financial Committee must then open the Financial Proposal of each Bidder that has achieved the minimum points required for the Technical Evaluation. The Committee must examine each Proposal to determine whether it meets the requirements of the RFT. Financial Proposals that do not meet the requirements may be rejected from further consideration. The Committee will then tabulate the Bidding Schedules in all the Financial Proposals that meet the RFT requirements. The Contract will be awarded to the lowest responsive and responsible Bidder. The lowest bid will be determined by comparing the Total Annual Price of each Tender Offer's Bidding Schedule contained in the Financial Proposals.

MANDATORY FINANCIAL CRITERIA

Contents of the Financial Proposal. (RFT 4.6)

1. Completed Price Forms. Does the Financial Proposal contain Bidder's Price Form Schedules, fully completed and without qualifications, for all services that the Bidder proposes to provide?
2. Currency. Are all prices quoted in Egyptian Pounds?

BID SHEET TABULATION

Appendix B provides draft bid tabulation forms.

SECTION 5
STEP 4 – CONTRACT AWARD

The Contract will be awarded to the lowest responsive and responsible Bidder. The lowest bid will be determined by comparing the Total Annual Price of each Tender Offer's Bidding Schedule contained in the Financial Proposals.

PROCEDURES

The TEC shall recommend to the GOC the Bidder that has met all the requirements and submitted the lowest price for each of the Contracts. The lowest bid price will be determined by comparing the Total Annual Price of each Bidder's Bidding Schedule contained in the Financial Proposals.

Appendix A – Tender Evaluation Forms

NAME OF CONTRACTOR: _____

Evaluation Form for Technical Proposal Submittal Requirements Landfill and Recycling Services			
Name of Evaluator:			
Reference	Criteria	Yes	No
	1. Tender Offer Submittal Date		
RFT 5.3.1	Was the Tender Offer submitted by the deadline?		
	2. Packaging and Labeling of Tender Offer		
RFT 5.1.1	Original in Arabic?		
RFT 5.1.1	Original in English?		
RFT 5.2.1	Properly sealed and marked?		
	3. Signing of Tender Offer		
RFT 5.1.2	Signed by duly authorized person?		
	4. Modification of Tender Offer		
RFT 5.5.2	Modifications properly submitted?		
	5. Bid Letter of Guarantee		
RFT 4.7.2	Backed by reputable bank in Egypt?		
RFT 4.7.1	Is it for the proper amount for each Price Form?		
RFT 4.7.2	Is it in accordance with the required content?		
	6. Joint Ventures		
RFT 4.4.1	Is this a JV arrangement?		
RFT 4.4.3	If JV, is description of shareholding & responsibilities provided?		
RFT 4.5.2	Commitment letter from each participant?		
RFT 4.5.2	Lead company identified?		
RFT 4.7.3	Bid Letter of Guarantee in name of all participants?		
	7. Content of Technical Proposal		
RFT 4.5.1	Formal Bidder's Commitment Letter?		
	Does the Technical Proposal meet all the requirements?		

Signature of Evaluator:

NAME OF CONTRACTOR: _____

**Solid Waste Landfilling and Processing Services - Southern Zone
Technical Evaluation Form - Processing and Transfer Service**

Name of Evaluator: _____

Specification Reference	Criteria	Enter Numerical Score (0,1, or 2)	Enter Criteria Weight (1,2, or 3)	Input Not Required (Calculated Score)
2.1	Description of All Facilities			
2.1.	Site Plans			
2.1.2	Design and Operations Description			
2.1.2	Facility Adequacy			
2.1.3	Staffing Plan			
2.1.4	Commitment to Provide Final Work Plan			
2.2.1	Contents of Preparation Work Plan			
2.3	Source of Waste			
2.4	Handling of Putrescible Waste			
2.5	Waste Disposal			
2.8	Waste Receiving			
2.9.2	Location of Waste Processing			
2.9.3	Transport of Materials			
3.1	Weighing and Classification System			
3.1.2	Residence Time			
3.2	Residence Time - Putrescible Materials			
3.3.1	Compost Feedstock			
3.3.1.2	Bulking Agents			
3.3.2	Active Composting - Technology			
3.3.2	Active Composting - Moisture Content			
3.3.2.1	Active Composting - Residence Time			
3.3.2.1	Active Composting - Pathogen Reduction			
5.2.17	Active Composting - Temperature Monitoring			
5.2.2	Composting Record			
2.10.3	Compost Curing			
3.3.3	Compost Curing - Residence Time			
3.3.3.1	Compost Curing - Stability			
5.2.18	Compost Curing - Temperature Monitoring			
3.5.5	Curing Record			
3.3.5	Windrow and Curing Pile Identification			
3.5.6	Compost Refinement Record			
3.5.7	Compost Storage and Distribution Record			
2.10.7	Compost Quality Analysis			
3.6.1	Facility Management			
3.7.1	Run-off and Leachate Control			
3.7.2	Facility Access Control			
3.5.8	Odor Complaints			
3.7.3	Litter Control			
3.5.9	Spill Record			
3.5.10	Emergency Event Record			
3.5.11	Laboratory Records			
	Weighted Score			0
	Total score when all Criteria are rated acceptable (1)			0
	Service Score			0

Signature of Evaluator: _____

NAME OF CONTRACTOR: _____

**Solid Waste Management and Cleaning Services
Technical Evaluation Form - Landfill Service**

Name of Evaluator:

Specification Reference	Criteria	Enter Numerical Score (0,1, or 2)	Enter Criteria Weight (1,2, or 3)	Calculated Score
2.1	Project Schedule			
2.1	Permitting			
2.1	Equipment and Vehicle List			
2.1	EIA Information			
2.1.1& 3.4.2	Site Plan			
2.1.2	Daily & Annual Capacity			
3.4	Landfill Capacity			
2.1.2	Disposal Density			
2.1.2	Airspace Breakdown			
2.1.2	Total Airspace and Capacity			
2.1.2	Scale-house Operations			
2.1.2 & 3.4.4	Scale-house Layout			
2.1.2	Narrative Description of Design and Operations			
3.6.2	Site Security Description			
2.1.2 & 3.6.3	Facility & Equipment Maintenance Description			
2.1.2	Construction Quality Control Plan			
2.1.2	Leachate Control & Treatment Procedures			
3.4.11	Leachate Treatment & Disposal Method			
2.1.2	Groundwater Management Plan			
2.1.2	Gas Management Plan			
3.1.4.3	Gas Collection System Drawings			
2.1.2	Dust Control and Mitigation Plan			
2.1.2	Cover Materials Management Plan			
2.1.2	Fire Control Plan			
2.1.2	Contingency Plans			
2.1.2	Conceptual Drawings			
3.4.8	Minimum Groundwater Separation			
3.4.8	Bottom Liner			
3.4.9	Side Slope Liner			
3.4.15	Final Cover			
2.1.4	Staff Plan			
2.2	Commitment to Provide Final Work Plan			
1.6	Contents of Preparation Work Plan			
2.3	Source of Waste			
2.4	Hours of Operation			
2.6.2	Weighing and Classification System			
2.7	Scavenging			
2.8	Facility & Equipment Maintenance			
2.10.1	Customer Service Office			
3.6.6	Daily & Intermediate Cover			
	Weighted Score			0
	Total score when all Criteria are rated acceptable (1)			0
	Service Score			0

Signature of Evaluator:

NAME OF CONTRACTOR: _____

<p align="center">Solid Waste Management and Cleaning Services - Southern Zone Summary of Draft Work Plan Technical Evaluation</p>
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Service	Calculated Service Score	Input-Service Weight (Total must = 50)	Calculated Score
Processing and Transfer	0		0.0
Landfill	0		0.0
Score for Step 2(d)			0.0
Note: must score minimum of 35 out of 50 possible points			

NAME OF CONTRACTOR: _____

**Solid Waste Management and Cleaning Services
Technical Evaluation Form - Facilities & Equipment**

Name of Evaluator: _____

Technical Reference	Criteria	Enter Numerical Score (0,1,or 2)	Enter Criteria Weight (1,2,or 3)	Input Not Required (Calculated Score)
Processing and Transfer Services				
2.1.1.2	Equipment Manufacturer Literature			
3.2.1	Compost Feedstock Equipment Quality			
3.2.2	Active Composting Equipment Quality			
3.2.3	Curing Equipment Quality			
3.2.4	Compost Refinement Equipment Quality			
3.5.1	Fuel Storage and Distribution			
3.5.2	Compost Facility Laboratory			
	Weighted Score			0
	Possible Weighted Score			0
	Service Score			0%
Landfill Service				
2.1.1.3	Equipment Specifications			
3.1.3.5	Office Building			
3.1.3.4	Scale House			
3.1.3.3	Access Road			
3.1.5.11	Required Equipment and Backup			
	Weighted Score			0
	Possible Weighted Score			0
	Service Score			0%
Service		Calculated Value (Total Service Score)	Service Weight (Must Total 20)	Calculated Value (Total Score)
Processing and Transfer		0%		0.0
Landfill		0%		0.0
Score for Step 2(c)				0.0
Note: must score minimum of 15 out of 20 possible points				

Signature of Evaluator: _____

CONTRACTOR: _____

**Solid Waste Management and Cleaning Services
Technical Evaluation Form - Key Personnel**

Name of Evaluator: _____

Technical Reference	Enter Numerical Score (0,1,or 2)	Enter Criteria Weight (1,2,or 3)	Input Not Required (Calculated Score)
Proposed Resident Manager			
Job Description Provided			
Completeness of CV			
Qualifications of Individual			
Signed Commitment Letter			
Weighted Score			0
Possible Weighted Score			0
Resident Manager Score			0%
Other Key Personnel			
Job Descriptions Provided			
Completeness of CVs			
Qualifications of Individuals			
Signed Commitment Letters			
Weighted Score			0
Possible Weighted Score			0
Service Score			0%
Staffing Plan			
Staffing Plan Quality/Detail			
Staffing Levels			
Appropriate Work Assignments			
Weighted Score			0
Possible Weighted Score			0
Service Score			0%
Personnel Category			
	Personnel Category Score	Category Weight (Total must =15)	Score
Proposed Resident Manager	0%		0.0
Other Key Personnel	0%		0.0
Staffing Plan	0%		0.0
Score for Step 2(b)			0.0
Note: must score minimum of 10 out of 15 possible points			

Signature of Evaluator: _____

NAME OF CONTRACTOR: _____

Solid Waste Landfilling and Processing Services - Southern Zone			
Technical Evaluation Form - Overall Proposal Quality			
Name of Evaluator:			
Technical Reference	Enter Numerical Score (0,1,or 2)	Enter Criteria Weight (1,2,or 3)	Input Not Required (Calculated Score)
Level of Detail			
Comprehension			
Clarity			
Appropriate to Requirements			
Overall Quality			
Weighted Score			0
Possible Weighted Score			0
Quality Score			0%
Score for Step 2(a)			0.0
Note: must score minimum of 10 out of 15 possible points			

Signature of Evaluator:

SUMMARY OF EVALUATION RESULTS

Evaluation Category	Score	Required Passing Score	Automatic Determination
Overall Proposal Quality	0.0	10	Failed
Personnel	0.0	10	Failed
Equipment and Facilities	0.0	15	Failed
Work Plan	0.0	35	Failed
Total	0.0	70	Failed

Appendix B – Financial Bid Tabulation Forms

SUMMARY OF BIDS

SOUTHERN ZONE

LANDFILLING AND RECYCLING SERVICES

ANNUAL PRICE SCHEDULE

(Contractor)	(Contractor)	(Contractor)	(Contractor)	(Contractor)
--------------	--------------	--------------	--------------	--------------

SERVICE	ANNUAL PRICE	ANNUAL PRICE	ANNUAL PRICE	ANNUAL PRICE	ANNUAL PRICE
ARITCLE 1: LANDFILLING SERVICES					
FACILITY DESIGN					
CONSTRUCTION					
OPERATIONS					
CLOSURE					
ARTICLE 2: RECYCLING SERVICES					
RECYCLING					
TOTAL ANNUAL PRICE - LANDFILLING AND RECYCLING SERVICES					

SUMMARY OF BIDS

SOUTHERN ZONE

LANDFILLING AND RECYCLING SERVICES

ANNUAL PRICE SCHEDULE

(contractor)

(contractor)

(contractor)

(contractor)

PAYMENT ADJUSTMENT SCHEDULE

SERVICE REQUIREMENT	UNIT PAYMENT ADJUSTMENT FACTOR	UNITS	UNIT PAYMENT ADJUSTMENT FACTOR	UNITS	UNIT PAYMENT ADJUSTMENT FACTOR	UNITS	UNIT PAYMENT ADJUSTMENT FACTOR	UNITS	UNIT PAYMENT ADJUSTMENT FACTOR	UNITS
APPENDIX 2 - LANDFILLING SERVICES										
LANDFILLING OF WASTE (OPERATIONS)		LE PER TONNE		LE PER TONNE		LE PER TONNE		LE PER TONNE		LE PER TONNE